

**MARINA COMMITTEE MEETING MINUTES**  
**TUESDAY, SEPTEMBER 16, 2014**  
**Sister Bay-Liberty Grove Fire Station – 2258 Mill Road**

The September 16, 2014 meeting of the Marina Committee was called to order by Chairperson John Clove at 2:01 P.M.

**Present:** Chairperson Clove, and members Shane Solomon, Pat Duffy, and Fuzzy Sunstrom.

**Excused:** Kevin Roberts and Jeff Flegel

**Others:** Jim Robinson and Jeff Cronk

**Staff Members:** Village Administrator Zeke Jackson, Marina Manager Wendy Tatzel, and Administrative Assistant Janal Suppanz.

**Approval of the agenda:**

*A motion was made by Duffy, seconded by Solomon that the agenda for the September 16, 2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

**Approval of minutes as published:**

**As to the minutes for the August 14, 2014 meeting of the Marina Committee:**

*A motion was made by Duffy, seconded by Solomon that the minutes for the August 14, 2014 meeting of the Marina Committee be approved as presented. Motion carried – All ayes.*

**Comments, correspondence and concerns from the public:**

Clove asked if anyone wished to comment regarding a non-agenda item. Jim Robinson noted that it is his understanding that on the night Marina employees discovered that one of his boats was untied Peder Nelson had the same thing happen with his schooner.

**Business Items:**

**Item No. 1. Discussion regarding the SBAA's request that the Marina Committee donate a stay at the Boathouse for the grand prize in the "Seeking Sven" Scavenger Hunt; Consider a motion to take action if required:**

Paige Funkhouser, the SBAA Coordinator, requested that the Marina Committee once again consider offering the grand prize winner of the "Seeking Sven" Scavenger Hunt the opportunity to stay at the Boathouse during the shoulder-season. During discussion Clove noted that it is very difficult to locate anything about the Marina or the Boathouse on the SBAA's website. He also noted that it is his understanding that the Marina did pay SBAA membership fees but also paid separate advertising fees for the Boathouse. The Committee members were amenable to once again granting Funkhouser's request but indicated that they believe it would only be fair to ask that advertising for the "Seeking Sven" contest and the fact that the grand prize will be a stay at the Boathouse be included in next year's SBAA brochure and on all "Seeking Sven" promotional materials.

*A motion was made by Duffy, seconded by Sunstrom that the Marina Committee will offer the grand prize winner of the "Seeking Sven" Scavenger Hunt the opportunity to stay at the Boathouse during the shoulder-season on the condition that advertising for the "Seeking Sven" contest and the fact that the grand prize will be a stay at the Boathouse be included in next*

1 year's SBAA brochure and on all "Seeking Sven" promotional materials. Motion carried – All  
2 ayes.

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4 **Item No. 2. Discussion on the 2015 budget; Consider a motion to take action if required:**

5 A copy of the proposed 2015 budget for the Marina was included in the meeting packets and  
6 the Committee members jointly reviewed that document. During the review process the  
7 following decisions were made:

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  - The Committee members believe the projected slip rental estimates are acceptable and  
10 will leave the decision as to whether slips should be rented on a seasonal or transient  
11 basis up to Tatzel.
  - The possibility of converting the ground level of the Boathouse into a restaurant or some  
12 other type of commercial establishment will be addressed at length at a future  
13 meeting(s).
  - The Marketing and Publicity line item shall be increased to \$8,000.
  - \$1,500 shall be budgeted for a special event(s) for Marina tenants.
  - On paper this year's Marina Fest expenses appear to be higher than anticipated.  
14 Jackson will confer with the Finance Director on this issue and see that a detailed  
15 revenue vs. expenses report is prepared. That report will be included in the packets for  
16 a future Marina Committee Meeting.

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26 *A motion was made by Duffy, seconded by Sunstrom that the Marina Committee recommends*  
27 *that the proposed budget for the Sister Bay Marina be approved as amended. Motion carried –*  
28 *All ayes.*

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30 **Item No. 3. Discussion regarding long term planning for the Marina; Review of the 5 Year**  
31 **Capital Improvement Plan; and consider a motion to take action if required:**

32 A copy of the proposed 5 Year CIP for the Marina was included in the meeting packets and the  
33 Committee members jointly reviewed that document. During the review process the following  
34 decisions were made:

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  - In 2015 a total of \$10,000 shall be allocated for the Vehicle – Guest Transport and  
37 Exterior Boathouse Updates Projects.

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39 *A motion was made by Duffy, seconded by Solomon that the Marina Committee recommends*  
40 *that the proposed 5 Year CIP which was reviewed at this meeting be approved as amended.*  
41 *Motion carried – All ayes.*

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43 *At 4:06 P.M. Sunstrom indicated that he had another obligation and left the meeting.*

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45 **Item No. 4. Discussion regarding marina activities with Wendy Tatzel, Marina Manager:**

46 Tatzel gave the following oral report:

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  - Revenues from transient slip rentals are up this year. This increase can be attributed to  
49 the fact that more large boats were docked at the Marina.

- Diagrams depicting A-Dock and B-Dock upgrades were included in the meeting packets and the Committee members jointly reviewed those documents. It was the consensus that B-Dock is the most logical location for a fuel dock. This issue will be addressed at length at a future Marina Committee Meeting(s).
  - There were approximately 1,700 boat launches from the Marina this season.
  - The Marina Office has closed for the season and Tatzel will now only be working on Marina-related issues on Tuesdays and Wednesdays.
  - A professional painter plans on coming to paint the boaters' restrooms around the third week of October. The other boaters' restroom renovations will be made after the painting project has been completed. She will attempt to find a professional painter who is willing to paint the doors on the Marina Building, but is not sure when that will happen as several painters have informed her that they are very, very busy. She will provide an update on the progress which has been made on both projects at the next meeting of the Marina Committee.
- Tatzel was asked to see that the professional painter who is hired to paint the doors on the Marina Building also be asked to touch up the exterior trim on that building.*
- The new Marina sweatshirts and hats have been received and Tatzel will be ordering new burgees soon. She intends to send out an e-mail concerning the availability of these items around the holidays.
  - She spoke with Chris Halbur of the DNR concerning the possibility of installing railings on the launch ramp, and Halbur promised to send her a copy of the applicable regulations ASAP.

*Jackson noted that employees from Great Lakes TV Seal were up here today and informed Steve Jacobson, the Utilities Manager, that the outfall pipe by the Marina is actually quite clean. The testing which was done on the areas where the pipe discharges revealed that the Marina was also quite clean. The cost to reroute the outfall pipe is approximately \$640,000. It was the consensus that because of cost factors rerouting is simply not an option. Jackson was asked to investigate the issues related to "gating" and will report his findings at a future meeting.*

**Item No. 5. Consider a motion to convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business whenever competitive or bargaining reasons require a closed session and §19.85(1)(c) to discuss personnel and employee benefits:**

*At 4:25 P.M. a motion was made by Clove, seconded by Duffy that the Marina Committee convene into closed session pursuant to Wis. Stats., §19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investment of public funds, or conduct other specified public business, whenever competitive or bargaining reasons require a closed session. A roll call was taken on the motion and the Committee members voted in the following fashion:*

*Clove – Aye;  
Duffy – Aye;*

Solomon – Aye

Motion carried.

**Item No. 6. Consider a motion to reconvene into open session:**

At 5:01 P.M. a motion was made by Duffy seconded by Solomon that the Marina Committee reconvene into open session. Another roll call vote was taken on that motion and the Committee members voted in the following fashion:

Clove – Aye;

Duffy – Aye;

Solomon – Aye

Motion carried.

**Item No. 7. Consider a motion to take action if required:**

A motion was made by Duffy, seconded by Solomon that the performance incentive program for Wendy Tatzel, the Marina Manager, which was reviewed at this meeting is approved as amended. Motion carried – All ayes.

**Item No. 8. Consider a motion to discuss matters to be placed on a future agenda or referred to a committee, official or employee:**

The following issues will be addressed at a future Marina Committee meeting(s):

- Discussion regarding marketing of the Marina;
- Discussion regarding enhancement of Boat House revenues;
- Discussion regarding Marina Fest revenues and expenditures;
- Discussion regarding the 2015 Marina Fee Schedule;
- Discussion regarding “gating” of the outfall pipe at the Marina;
- Update on the progress which has been made on the boaters’ restroom renovations and the door painting project;
- Discussion regarding potential installation of a fuel dock. At the meeting(s) when this discussion takes place these questions shall be answered:
  - A. What is the difference in cost between a gravity and a non-gravity fuel system?
  - B. Will a gravity system work on B Dock?
  - C. Could fuel be put on B-Dock as it now exists?

**Adjournment:**

A motion was made by Duffy, seconded by Solomon to adjourn the meeting of the Marina Committee at 5:02 P.M. Motion carried – All ayes.

Respectfully submitted,



Janal Suppanz,  
Administrative Assistant